

Let us do your processing for FREE — and increase your circulation!

We have improved MARC records, which include full annotations and subject headings for LC, LC Children, and Sears. More keywords in MARC records means that our books can be found in the automated system more frequently than other books, thus guaranteeing greater circulation. Marc records and library processing products are available for hardcover and Capstone Interactive titles, and are FREE if you are a Capstone Rewards member, and on all orders over 25 books or more.

PROCESSING CHARGES		
Materials	24 books or less	25 books or more
MARC Records	\$20 per order	FREE!
Theft Detection	\$0.79 per book	\$0.79 per book
Other Processing	\$0.99 per book (attached)	FREE!
	\$0.39 per book (unattached)	FREE!

Always FREE for Capstone Rewards members (except theft detection)

1

School or Library Name: _____
 School District Name: _____
 Contact: _____
 Phone: _____
 E-mail: _____

New Customer Specifications—Please Keep on File
 Use My Options on File*
 Update Specifications—Existing Customer
 One-time Order Only

* If you've ordered processing from Capstone Press, Compass Point Books, Picture Window Books, Stone Arch Books, or Heinemann-Raintree, we already have your specs on file. We just need your starting barcode.

2 CHOOSE YOUR FREE* PROCESSING PACKAGE (select one only):

Unattached Card Kit (Complete section 9)
Includes shelf list, main entry, author, title, subject, borrower cards, spine label, pocket.

Attached Card Kit (Complete sections 4, 9)
Includes card kit and attachment of products.

Unattached Automation Kit (Complete sections 5, 6, 7, 8, 9)
Includes barcode, spine label, and MARC record.

Attached Automation Kit (Complete sections 4, 5, 6, 7, 8, 9)
Includes attachment of barcode and spine label with protectors along with MARC records.

MARC Records Only* (Complete sections 7, 8, 9)
* Please refer to the Processing Charges box at the top of this page.

3 CHOOSE YOUR EXTRAS (\$0.99 per book attached; \$0.39 per book unattached — FREE if Rewards member or if purchasing 25 books or more!):

Attached*	Unattached	Card Kit	Attached*	Unattached	Extra Spine Label	Attached*	Unattached	Small Reading Program Label for Accelerated Reader®
<input type="checkbox"/>	<input type="checkbox"/>	(shelf list, main entry, author, title, subject, borrower cards, spine, pocket) Complete section 9.	n/a	<input type="checkbox"/>	(spine label only) Complete section 9.	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 8 and 9.
n/a	<input type="checkbox"/>	Catalog Card set (shelf list, main entry, author, title, subject cards) Complete section 9.	<input type="checkbox"/>	<input type="checkbox"/>	Extra Barcode Label (barcode label only) Complete sections 5 and 9.	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 8 and 9.
n/a	<input type="checkbox"/>	Shelf List Card (shelf list card only) Complete section 9.	<input type="checkbox"/>	<input type="checkbox"/>	Barcode and Protector (barcode label with protector) Complete sections 5 and 9.	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 8 and 9.
n/a	<input type="checkbox"/>	Extra MARC Record CD (MARC records on CD-Rom) Complete sections 7, 8, and 9.	<input type="checkbox"/>	<input type="checkbox"/>	Pocket (pocket with pocket label) Complete section 9.	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 8 and 9.
			n/a	<input type="checkbox"/>	Circulation Kit (spine label, pocket, and borrower card) Complete section 9.	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 8 and 9.
				<input type="checkbox"/>	Date Due Slip (date due slip)	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 8 and 9.
				<input type="checkbox"/>	Borrower Card (borrower card only)	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 8 and 9.

RFID theft detection is available. For more details and an estimate, please call 800-747-4992.

4 ATTACHED PROCESSING PLACEMENT

Barcode Attachment:

- Barcode 1
 - A-Z: _____
 - Book Pocket
 - Above book pocket
- Barcode 2
 - A-Z: _____
 - Book Pocket
 - Above book pocket
- Barcode 3
 - A-Z: _____
 - Book Pocket
 - Above book pocket

Spine Label Attachment:

- Position 1 (1.25" from bottom)
- Position 2 (2" from bottom)
- Position 5 (.25" from top)
- A-Z: _____

Reading Program Label Attachment: Extra

- Reading Program Label (small size: 1" x 2")
 - Above spine label (2)
 - A-Z: _____
- Reading Program Label (large size: 2" x 2½")
 - Front flyleaf-upper right corner (3)
 - A-Z: _____

Pocket Attachment:

- Book Pocket-attached in center of:
 - Back flyleaf
 - Front flyleaf
 - Inside front cover
 - Inside back cover

Date Due Slip Attachment:

Date Due Slip-attached in center of:

- Back flyleaf
- Front flyleaf
- Inside front cover
- Inside back cover

Horizontal (perpendicular to spine) | Vertical — bottom to top (parallel to spine) | Vertical — top to bottom (parallel to spine)

5 BARCODE SPECIFICATION (please complete this section if you have ordered barcodes):

Symbology

Code 3 of 9 (no check Digit) Code 3 of 9 Mod 10 Code 3 of 9 Mod 43 Codabar with check digit

Code 3 of 9 Mod 5 Other: _____

With T Without T

I have a 14-digit barcode:
 Type School code (4-6 characters) Barcode number Check digit #

Starting barcode for this order:
 Use the next number in my file Use: _____ I have set aside the following range: _____ to _____

Name of library typed on barcode label (maximum 30 characters): _____

6 UNION CATALOG

Union catalog name:
 Access PA Sunlink Info Ohio

7 ELECTRONIC DATA SPECIFICATION

Please complete this section if you have ordered MARC records.

Automation:

- Alexandria
- Athena
- Destiny
- Dynix
- Follett
- Horizon
- Info Ohio
- InfoCentre
- Sirsi
- Mandarin
- Spectrum
- Other: _____

Format*:

- MARC21 (formerly US MARC with 852 holdings or MicroLIF91)
- MicroLIF87 (filename ibm.fil)

* If in doubt, check with your automation vendor

Computer:

- Windows Mac

Delivery:

- CD-ROM
- e-mail: _____

8 MARC CUSTOMIZATION

Field: Data Tag Subfield

Institution _____
 Location _____

ISBN:

- Remove 13-digit ISBN from MARC

URL:

- Remove URL (856) from MARC

Price:

- Add price to MARC _____

Reading Program:

- Include information for Accelerated Reader®
- No reading program information needed

Series:

Due to recent changes in the MARC record standards, all series information will be provided in tag 490, unless otherwise specified.

- I prefer series data cataloged in tag 440

Additional Instructions: _____

9 CATALOGING PROFILE:

(please fill out completely as your profile will be kept on file for future purchases)

Standard Options Only (those bolded) (if no cataloging is specified, the standard options will be provided)

CARD CATALOG SPECIFICATION:

Please complete this section if you have ordered catalog cards.

Subject Cards: Print subject in all upper case **Print subject in mixed case**

SUBJECT HEADINGS:

- Sears** Remove text "Sears"
- Library of Congress Remove text "Juvenile literature"
- Library of Congress Children's

CALL NUMBERS — For call numbers, choose the Author letters punctuation style:
 Remove punctuation and spaces in Author letters (O'Brian becomes OBR)
 Keep punctuation and spaces in Author letters (O'Brian becomes O'B)

AUTHOR/MAIN ENTRY CAPITALIZATION:

- Abc** ABC abc

NONFICTION:

- Abridged Dewey**
- Unabridged Dewey number
- Dewey number first 3 digits only
- _____ Number of author letters
- _____ Number of digits past decimal point

FICTION:

- F**
- FIC
- Fic
- _____ Number of author letters

INDIVIDUAL BIOGRAPHY:

- 92**
- 921
- B
- BIO
- Subject Dewey _____ Complete Surname
- _____ Number of surname letters

EASY NONFICTION:

- Dewey**
- E alone/or plus Dewey
- Easy alone/or plus Dewey
- EASY alone/or plus Dewey
- _____ Number of author letters

EASY FICTION:

- E**
- Easy
- EASY
- Use Fiction
- _____ Number of author letters

COLLECTIVE BIOGRAPHY:

- 920**
- 92
- B
- BC
- Subject Dewey _____ Number of author letters

INTERACTIVE-Prefix plus Call info:

- None** AV
- CD URL
- CD-ROM
- CDR
- DVD
- Np
- ER

+ When CD and book are ordered together separate barcode numbers will be assigned unless specified otherwise

REFERENCE:

- REF plus Dewey** REF R plus Dewey Dewey Number _____ Number of author letters



Capstone Press
 Compass Point Books
 Heinemann-Raintree

Picture Window Books
 Stone Arch Books
 Capstone Digital